

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.

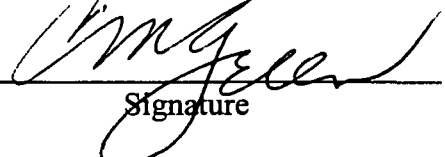
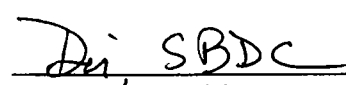
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	Salisbury State University	Division/Unit: Eastern Shore Regional Small Business Development Center
Item No.	Description	Retention
1.	General Files Includes internal and external correspondence, original incoming and outgoing correspondence, reports, memoranda, statistics, proposed programs, minutes, policy and procedure statements, special projects, and substantive data concerning the operation of the Center.	Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value related to the development of the agency to be microfilmed or kept in paper by the Eastern Shore Regional Small Business Development Center for 25-year retention, then destroy. (Material having historical value to be sent to the Records Archives at the institution for permanent retention).
2.	Other Work Orders	Retain (if generated by this office) for three years, then destroy.
Approved by Department, Agency, or Division Representative. Date: <u>5-16-97</u> Signature: <u>Kelly A. Moore</u> Type Name: <u>Kathleen Rooney</u> Title: <u>Records Management Specialist</u>		Schedule Authorized by State Archivist. Date: <u>SEP 18 1997</u> Signature: <u>Edward C. Papenfuss</u>

DGS 550-1A (rev. 10/92) Until audit requirements are met means three years for state related documents, three years for non-monetary federal related documents, three years for monetary federal related documents under \$25,000, and 6 years, 3 months for monetary federal related documents over \$25,000.

I have read this schedule and it is complete and correct to the best of my knowledge.

  5-16-97
Signature Position Date

If Salisbury State University archives are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis and material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.

Agency Records Inventory

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INSTRUCTIONS: PLEASE TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES.
FORWARD WITH RECORDS RETENTION SCHEDULE

1. DEPARTMENT/AGENCY SALISBURY STATE UNIVERSITY		2. DIVISION Eastern Shore Regional Small Business Development Center	
3. UNIT 			
DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title General Files		5. Earliest Year/Latest Year 1993 to PRESENT	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <i>Client information - as in addresses, phone #'s etc. financial per grant info.</i> Includes internal and external correspondence, reports, memos, statistics, special projects, and other data pertaining to Small Business Development Center.			
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	
9. Volume <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (specify) _____		10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape <input type="checkbox"/> Other (specify) _____	
11. File is used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File becomes inactive after <u>3</u> ¹ <input type="checkbox"/> Month (s) <input checked="" type="checkbox"/> Year (s) <small>number</small>	
13. Current Location (Building, Floor, Room) <i>Power Professional Rm #400</i>		14. Is record series duplicated elsewhere? (If yes, specify agency of office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, cite law(s) and regulation(s))		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an index system used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Screen annually, destroy. Material having continued value to be saved for 25 years, then destroy. Material with historical value to be saved permanently in archives.	
19. Name and Title of Preparer <i>Kelly Moore, office mgr</i>		20. Telephone Number 546-4325	
21. Date 7/16/96			

Agency Records Inventory

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INSTRUCTIONS: PLEASE TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES.
FORWARD WITH RECORDS RETENTION SCHEDULE

1. DEPARTMENT/AGENCY SALISBURY STATE UNIVERSITY	2. DIVISION Eastern Shore Regional Small Business Development Center	3. UNIT
DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Other Work Orders	5. Earliest Year/Latest Year 1994 to PRESENT	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <i>Purchase orders, work orders</i>		
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer <input type="checkbox"/> Microfilm reel (s) <input type="checkbox"/> Computer Tape <input type="checkbox"/> Other (specify) _____
11. File is used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File becomes inactive after 3 number <input type="checkbox"/> Month (s) <input checked="" type="checkbox"/> Year (s)	
13. Current Location (Building, Floor, Room) <i>Power Professional</i>	14. Is record series duplicated elsewhere? (If yes, specify agency of office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, cite law(s) and regulation(s))	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an index system used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain for three years, then destroy.	
19. Name and Title of Preparer <i>Kelly Moore, Office Manager</i>	20. Telephone Number <i>546-4325</i>	21. Date <i>7/16/96</i>